



Universität für Bodenkultur Wien  
University of Natural Resources  
and Life Sciences, Vienna

# Welcome to BOKU

## 1. Plan your stay

### A At BOKU

Academic Calendar, Programmes and programme structure at BOKU, Course Types, How to look for Courses, ECTS-System, Thesis and Project Work, Language Courses, Tandem, Buddies, Studying with children, Facilities for special needs students

### B In Vienna

Entry & Residence Permits (Visa), Accommodation, Insurance, Cost of living, Arrival in Vienna - when and where



**BOKU**

<http://www.boku.ac.at>

**Zentrum für Internationale Beziehungen**

<http://www.boku.ac.at/zib.html>

**Kursdatenbank**

<http://online.boku.ac.at>

*universität des lebens*

# CONTENTS

<b>CONTENTS</b> .....	<b>2</b>
<b>INTRODUCTION</b> .....	<b>3</b>
<b>A. PLAN YOUR STUDIES AT BOKU</b> .....	<b>4</b>
<b>A 1. Academic Calendar</b> .....	<b>4</b>
<b>A 2. Programmes and programme structure at BOKU</b> .....	<b>5</b>
2.1. Structure of the Study Programmes .....	5
2.2. Bachelor Programmes .....	5
2.3. Master's Programmes .....	5
2.4. Doctoral/PhD Programmes: .....	6
<b>A 3. Course Types</b> .....	<b>7</b>
<b>A 4. How to Look for Courses at BOKU</b> .....	<b>8</b>
<b>A 5. ECTS - European Credit Transfer System</b> .....	<b>9</b>
<b>A 6. Thesis, Dissertation and Project Work</b> .....	<b>11</b>
<b>A 7. Language Courses</b> .....	<b>12</b>
7.1 Intensive German Language Course before the semester .....	12
7.2. Registration .....	14
7.3. Further information .....	14
7.4. Other German Courses in Vienna .....	14
<b>A 8. Tandem – Language learning without a course</b> .....	<b>15</b>
<b>A 9. The Buddy Network at BOKU</b> .....	<b>16</b>
<b>A 10. Studying with children / KinderBOKU</b> .....	<b>16</b>
<b>A 11. Facilities for students with special needs</b> .....	<b>18</b>
<b>B. PLAN YOUR LIFE IN VIENNA</b> .....	<b>19</b>
<b>B 1. Entry and Residence Permits in Austria</b> .....	<b>19</b>
<b>B 2. Accommodation</b> .....	<b>20</b>
2.1. Student Residences .....	20
2.2. Flat Share .....	22
2.3 Youth Hostels - Temporary Accommodation .....	23
<b>B 3. Insurance</b> .....	<b>23</b>
3.1. Health insurance .....	23
3.2. Tick vaccination .....	25
<b>B 4. Cost of Living</b> .....	<b>25</b>
<b>B 5. Arrival in Vienna</b> .....	<b>26</b>
5.1. Time of Arrival .....	26
5.2. From Airport or Station to the City Centre .....	26
5.3. Finding the Austrian Exchange Service (OeAD) .....	28
5.4. Center for International Relations .....	28

# Introduction



Dear International Student,

The team at the Center for International Relations is looking forward to welcoming you to Vienna.

We are certain that you will have an interesting, exciting and enjoyable semester/year at our university and in our city. At BOKU, like at most of the other universities in Europe, people from different countries who speak different languages study, live and socialise together. Living with people from all over the world is a great experience and offers many new and exciting opportunities. We are looking forward to supporting you during your time in Vienna and we will try our best to make your stay as comfortable as possible. Your exchange coordinator at the Center for International Relations, as well as your Buddy and your Austrian fellow students will be a great source of information. Feel free to contact us!

The first step towards a successful stay as an exchange student is reading our information guides called "Welcome to BOKU".

## 1) PLAN YOUR STAY

**A PLAN YOUR STUDIES AT BOKU** (Academic Calendar, Programmes and Programme structure at BOKU, Course Types, How to look for Courses, ECTS, Thesis, Dissertation and Project Work, Language Courses, Tandem – Language Learning without a course, Buddies, Studying with Children, Facilities for Students with Special Needs)

**B PLAN YOUR LIFE IN VIENNA** (Entry & Residence Permits (Visa), Accommodation, Insurance, Vaccinations, Cost of living, Arrival in Vienna - When and Where)

## 2) FIRST STEPS

**A FIRST STEPS AT BOKU** (Registration at BOKU, Getting around at BOKU, Print – Copy – Scan, Departments - Institutes, Library, Center for IT Services, Austrian Student Union, Tandem Language Learning, Eating at BOKU, Facultas-Shop, Social life at BOKU)

**B FIRST STEPS IN VIENNA** (Registration in Vienna, Public Transport, Bank Account, Mobile Phone and Internet, Shopping, Sports, Cultural Activities in Vienna, Illness or Personal Problems, Safety, Foreign Representations in Vienna)

"**PLAN YOUR STAY**" deals with everything that has to be organised AFTER being accepted and BEFORE coming to Vienna. You will find answers to some of the key questions about administration that you might ask before moving to a new country: How do I get there? Where can I live? What entry and residence issues do I have to consider?

You might also find some cultural differences between your home country and Austria. It is completely normal to face challenges whilst adjusting to life in a new city. Everyone reacts differently to new situations as we are all culturally different. The Center for International Relations (ZIB), your Buddy and your fellow students can help you to overcome any of these difficulties. Throw yourself into all of the opportunities presented and into exploring new cultures, both Austria's and those of other international students. Enjoy and make the most of this fantastic, global experience. We're sure you'll have a great time!

We would like to wish you all the best for your stay here, welcome to BOKU!

Center for International Relations  
University of Natural Resources and Life Sciences, Vienna  
Peter-Jordan-Strasse 82a  
A-1190 Wien  
Tel.: +43 1 47654 2600, Fax: +43 1 47654 2606  
<http://www.boku.ac.at/zib.html>

# A. PLAN YOUR STUDIES AT BOKU

## A 1. Academic Calendar

The academic year is divided into two semesters:

### ACADEMIC YEAR 2014/2015

<b>Winter Semester (WS)</b>	October 1, 2014 – January 30, 2015
German Intensive Language Course	September 2014
Registration at the Dean´s Office	June 24 to September 5, 2014 (additionally until November 30, 2014)
Classes start	Mostly in the first week of October

<b>Summer Semester (SS)</b>	February 23, 2015 – June 30, 2015
German Intensive Language Course	February 2015
Registration at the Dean´s Office	January 8 to February 5, 2015 (additionally until April 30, 2015)
Classes start	Mostly in the first week of March

For further information please check <http://www.boku.ac.at/zeittafel.html>

### Holidays

Christmas Break:	December 20, 2014 – January 6, 2015
Semester Break:	January 31, 2015 – February 20, 2015
Easter Break:	March 30, 2015 – April 17, 2015
Summer Break:	July 1, 2015 – September 30, 2015

### Official Holidays 2014/15

26 <sup>th</sup> October	National Holiday	6 <sup>th</sup> April	Easter Monday
1 <sup>st</sup> November	All Saints' Day	1 <sup>st</sup> May	National Holiday
8 <sup>th</sup> December	St. Mary's Holiday	14 <sup>th</sup> May	Ascension Day
25 <sup>th</sup> December	Christmas Day	25 <sup>th</sup> May	Pentecost
26 <sup>th</sup> December	St. Stephen's Day	4 <sup>th</sup> June	Corpus Christi
1 <sup>st</sup> January	New Year's Day	15 <sup>th</sup> August	Assumption
6 <sup>th</sup> January	Epiphany		

### Other University Holidays

2 <sup>nd</sup> November	All Soul's Day	26 <sup>th</sup> May	Tuesday after Pentecost
15 <sup>th</sup> November	Patron's Day (Leopold)		
5 <sup>th</sup> June	Rector's Day		

## A 2. Programmes and programme structure at BOKU

### 2.1. Structure of the Study Programmes

Since the academic year 2004/05, all study programmes have followed the Bachelor and Master's system. Every study programme has a classification number allocated and this system is called the "Studienkennzahl". "H" is the classification letter of BOKU. Further information can be found at:

<http://www.boku.ac.at/en/studienangebot/bachelorstudien/> (Bachelor Programmes)  
<http://www.boku.ac.at/en/studienangebot/deutschsprachige-masterstudien/> (German Language Master's Programmes)  
<http://www.boku.ac.at/en/studienangebot/englischsprachige-masterstudien/> (English Language Master's Programmes)  
<http://www.boku.ac.at/en/studies/international-masterstudies/> (International Master's Programmes)  
<http://www.boku.ac.at/lehre/studabt/themen/infos-studienabschluss/studienabschluss-von-individuellen-studien/> (Individual Master's Programmes - only available in German)  
<http://www.boku.ac.at/en/studienangebot/doktoratsstudien/> (Doctoral/PhD Programmes)

### 2.2. Bachelor Programmes

(See also <http://www.boku.ac.at/en/studienangebot/bachelorstudien/>)

Duration of study: 6 semesters; awarded title: "Bakkalaureus der technischen Wissenschaften" or "Bakkalaura der technischen Wissenschaften" (short: "Bakk. techn.")

Most courses in the Bachelor programmes are taught in German.

- Food Science and Biotechnology (033 217)
- Landscape Architecture and Planning (033 219)
- Forestry (033 225)
- Wood and Fibre Technology (033 226)
- Environment and Bio-Resources Management (033 227)
- Environmental Engineering (033 231)
- Agricultural Sciences (033 255)
- Equine Sciences / Courses at the VMU (033 602)

### 2.3. Master's Programmes

Duration of studies: 4 semesters, amounts to 120 ECTS; awarded title: "Diplomingenieur" or "Diplomingenieurin" (short: "Dipl.- Ing." or "DI"). **Please note:** You are required to have completed a Bachelor degree in order to enrol in a Master's Programme.

#### ***Master's Programmes taught in German (several courses offered in English):***

(see also <http://www.boku.ac.at/en/studienangebot/deutschsprachige-masterstudien/>)

- Food Science and Technology (066 417)
- Biotechnology (066 418)
- Landscape Architecture and Planning (066 419)
- Phytomedicine (066 422)
- Wildlife Ecology and Wildlife Management (066 423)
- Forest Science (066 425)
- Wood Technology and Management (066 426)
- Environment and Bio-Resources Management (066 427)
- Environmental Engineering (066 431)
- Crop Sciences (066 455)
- Livestock Sciences (066 456)
- Agricultural and Food Economy (066 457)
- Organic Agricultural Systems and Agroecology (AgrEco-Organic (066 500)

- Alpine Natural Dangers/ Watershed Regulation (066 477)

**The following Master's Programmes are offered in English:**

(see also <http://www.boku.ac.at/en/studienangebot/englischsprachige-masterstudien/>)

- Mountain Forestry
- Water Management and Environmental Engineering
- Applied Limnology
- Horticultural Sciences
- Organic Agricultural Systems and Agroecology (EUR-Organic)

**International Master's Programmes:**

(see also <http://www.boku.ac.at/en/studies/international-masterstudies/>)

- Natural Resources Management and Ecological Engineering (NARMEE)
- Environmental Sciences – Soil, Water and Biodiversity (ENVEURO)
- Animal Breeding and Genetics (EM-ABG)
- Safety in the Food Chain
- European Forestry
- Horticultural Sciences
- Stoffliche u. energetische Nutzung nachw. Rohstoffe (NAWARO)
- Organic Agricultural Systems and Agroecology (EUR-Organic)

## 2.4. Doctoral/PhD Programmes:

(see also <http://www.boku.ac.at/en/studienangebot/doktoratsstudien/>)

At BOKU 5 doctoral/PhD programmes are offered:

- Doctoral studies of Natural Resources and Life Sciences
- Doctoral studies of Social and Economic Sciences
- PhD-Study Bio molecular Technology of Proteins (Bio ToP)
- Doctoral studies "International Graduate School in Nano biotechnology (IGS-Nano Bio)"
- Doctoral studies of Natural Resources and Life Sciences (discontinued)

All 5 doctoral/Phd programmes last 3 years for a total of 180 ECTS.

## A 3. Course Types

Most courses are carried out in units of two semester hours per week (90 minutes, 1 unit = 45 minutes). The semester usually lasts 15 weeks. Due to teaching reasons or the content, some courses take the form of blocks (e.g. 3 hours every two weeks or 2 full days). For most course types attendance is compulsory (not for lectures).

We of course recommend that you attend all lessons for the courses you have enrolled in. However, at BOKU, lessons quite often overlap (especially if you're enrolled in a Master's Programme or if you're not following a study plan). Therefore, it is important to consider which courses require attendance and which don't. Lectures (VO): Make sure you talk to your teachers first if you miss classes, arrive late or leave early on a regular basis!

### Lecture (VO)

Usually 2 hours a week (1 hour = 45 minutes). Registration is not required and there is no attendance sheet. They are usually held by professors. Grades are based on a written or oral exam at the end of the term.

### Exercise (UE)

The emphasis is on the acquisition of practical knowledge. Students are expected to participate actively in class and therefore, attendance is compulsory.

### Seminar (SE)

The emphasis is on the acquisition of theoretical and practical knowledge. Assessment is based either on the final exam or a term paper that has to be submitted by the student. Active class participation is required. Attendance is compulsory.

### Further Course Types

Internship (PR)	Lecture and seminar (VS)
Mandatory practical seminar (PP)	Lecture and exercise (VU)
Bachelor's seminar (BA)	Lecture and excursion (VX)
Master's seminar (MA)	Seminar and excursion (SX)
Excursion (EX)	Exercise and excursion (UX)
Project (PJ)	

## A 4. How to Look for Courses at BOKU

The education management system at BOKU is called BOKUonline and also includes our course database. (<http://online.boku.ac.at/>)

You will need it in order to:  
search for suitable courses (=Lessons, LV)  
register for classes  
register for exams

**Please note:** You must register for each course on BOKUonline in order to take the course's exam. For online applications you will need a BOKUonline login which you can only get a few days after enrolling in person at the Student's Registration Office. Therefore plan to arrive a few days BEFORE the beginning of the semester.

General information about BOKUonline can be found at:

<http://www.boku.ac.at/en/information-technology-services-zidboku-it/themen/teach-learn/bokuonline-first-steps-for-students/>

Register for exams:

<http://www.boku.ac.at/zid/themen/teach-learn/bokuonline-erste-schritte-fuer-studierende/schritt-3-zu-lehrveranstaltungen-anmelden/>

### Exchange Students:

You will find the courses (LV) in our teaching information system. Each course has a corresponding number which has to be included when filling in the "Learning Agreement".

Please note that you can choose courses from various fields of study as long as you ensure that you fulfil the specific requirements for your programme of study. If necessary, changes can still be made to your Learning Agreement after arrival.

### Students who are completing a full study programme:

Please stick to the curriculum of your study programme.

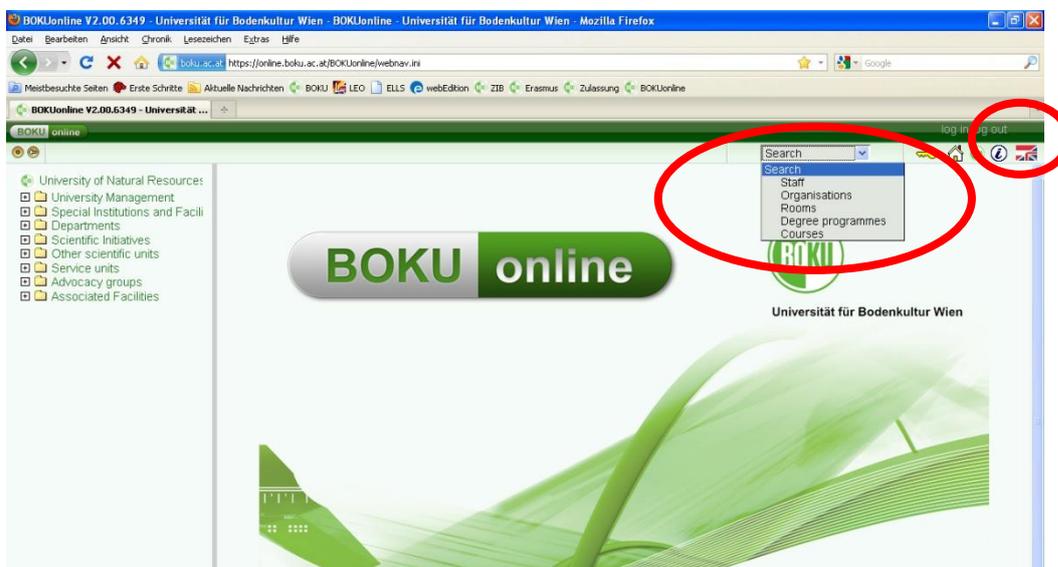
### This is the easiest way to find your courses:

Go to <http://online.boku.ac.at/>

Select the English version in the box at the top

Go to „Search“ in the box at the top

Scroll down to „Courses“



Write a keyword next to “Search term” or type a course number  
Click on “English” (middle of the page/centre)  
Make sure that the **“Language of Instruction” is English**  
(Attention: courses are only offered in English, if the language of instruction (see course description) is clearly stated to be English)  
Make sure that you look for courses in the right Academic year  
Make sure that you look for courses in the right semester: alle = all, Winter = winter semester (October – January), Sommer = summer semester (February – June)  
Click on “Search”

**Please review carefully**

**If all courses will be offered in the semester when you want to take them**  
**Whether they are offered in English or German (Vortragsprache/Language of instruction)**  
**If you have the required background knowledge (if applicable)**  
**How you have to register** <http://www.boku.ac.at/en/center-for-international-relations-cir/themen/plan-your-studies-at-boku/upon-arrival/registration-at-boku/courses/>  
**When and where the first session will take place (see “scheduled dates” in the course description)**  
**If any of your courses overlap (short overlaps between lectures = Vorlesungen, where attendance is not compulsory, it is normally not a problem)**  
**Attention: ECTS Credits are not the same as semester hours!**  
You will find the ECTS credits, when you open the course description in BOKUonline.

If you want to get an overview on what is offered, you can also get  
**lists of courses of an institute or department**  
**lists of courses of a specific study programme**

At the beginning of the semester the ZID (Information Technology Services,) in cooperation with the ZIB (Center for International Relations), organises introductory events specifically for international students (both in German and in English), as part of the Welcome Days.

## **A 5. ECTS - European Credit Transfer System**

[ECTS](#) was developed by the [European Commission](#) as a means of facilitating academic recognition and the transfer of credits from one university institution to another using a common basis of measurement.

ECTS provides a means of building bridges between institutions and widening the choices available to students. The system makes it easier for institutions to recognise the learning achievements of students through the use of a commonly understood system which is made up of credits and grades. It also provides a means to interpret between national systems of higher education.

ECTS is based on three core elements: information (on study programmes and student achievement), mutual agreement (between the partner institutions and the student) and the use of ECTS credits (to indicate student workload).

Full academic recognition is a basic requirement for student mobility within the Erasmus and Socrates Programmes. Full academic recognition means that the study period abroad (including examinations or other forms of assessment) replaces a comparable period of study at the home university (including examinations or other forms of assessment), though the content of the agreed study programme may differ.

In ECTS, 60 credits represent the workload of an academic year of study, normally 30 credits for a semester and 20 credits for one term. Until recently in Austrian higher education, course units have been traditionally measured in semester hours per week but now are also measured in ECTS credits. The number of ECTS credits for each course is indicated in BOKU’s online course catalogue. Students receive ECTS upon the successful completion of a course. Credits are transferred from one university to another on the basis of a prior learning agreement between the student and the universities involved. Course information (course content, prerequisites, assessment etc.) is available in the [online course catalogue](#).

Acknowledgement by the home university is based on the Learning Agreement, which is agreed upon by both participating universities as well as the student him or herself. There is information about the courses in the online course catalogue (course content, course prerequisites, assessments,

registration etc.). After students have completed their studies at BOKU, they will receive a transcript of records which lists all courses completed and the grade according to the Austrian and ECTS scheme. This will provide your home institution with the information necessary to transfer courses.

*ECTS Grading Scale*

**The ECTS grading scale is based on a combined use of appropriate key terms and numerical definitions, which ensures the system remains transparent.**

Austrian grades are comparable to ECTS grades as follows:

Austrian grade	ECTS grade	Verbal
1 (sehr gut)	A/B	Excellent/Very good
2 (gut)	C	Good
3 (befriedigend)	D	Satisfactory
4 (genügend)	E	Pass
5 (nicht genügend)	F/FX	Fail

**At BOKU, 1 ECTS equals 25 hours of work.**

**ECTS Institutional Coordinator**

Dr. Margarita Calderón-Peter

Peter-Jordan-Straße 82a

A-1180 Wien

Tel.: +43 1 47654 2601

Fax: +43 1 47654 2606

Email: [margarita.calderon-peter@boku.ac.at](mailto:margarita.calderon-peter@boku.ac.at)

## A 6. Thesis, Dissertation and Project Work

If you wish to work on your thesis, dissertation or project, we ask you to do some research and contact your future BOKU tutor/supervisor.

**Current projects at BOKU** are listed at [http://alumni.boku.ac.at/jobs/stellen\\_studenten.php](http://alumni.boku.ac.at/jobs/stellen_studenten.php)  
Here, as well as on the website, you might be able to find a tutor for your thesis or dissertation. **A list of the departments** is found at:  
[https://forschung.boku.ac.at/fis/suchen.orgseinheiten?sprache\\_in=en&menue\\_id\\_in=200&id\\_in=](https://forschung.boku.ac.at/fis/suchen.orgseinheiten?sprache_in=en&menue_id_in=200&id_in=)

We do not recommend sending mass-emails to multiple professors. Instead, please contact the departmental coordinator in charge.

### **Lists of Departmental coordinators/Project coordinators**

#### **List of ERASMUS departmental coordinators:**

[http://www.boku.ac.at/fileadmin/data/H05000/H12000/Baum\\_2012/B-  
\\_International\\_Students\\_coming\\_to\\_BOKU/A-ERASMUS/Departmental\\_Coordinators\\_E.pdf](http://www.boku.ac.at/fileadmin/data/H05000/H12000/Baum_2012/B-International_Students_coming_to_BOKU/A-ERASMUS/Departmental_Coordinators_E.pdf)

#### **List of CEEPUS programme coordinators:**

<http://www.boku.ac.at/int-out-c-information.html?&L=1>

#### **List of Joint Study coordinators:**

<http://www.boku.ac.at/int-out-js-howtoapply.html?&L=1>

**Please write an e-mail to your coordinator** with the name of the programme you have completed, your home country and study programme, and explain that you would like assistance in finding a supervisor. (If you have already found someone on our website, with whom you would like to work, please also give her/his name).

#### **Document to be attached to your e-mail:**

- a CV
- a project description

**For exchange students:** Please note the name of your BOKU-supervisor on the Learning Agreement and include an informal confirmation that he/she is willing to supervise you (e.g a copy of an e-mail) in your application.

## A 7. Language Courses

### 7.1 Intensive German Language Course before the semester

To help you to get started in Vienna, the Center for International Relations (ZIB) offers an intensive German language course especially for incoming students. The course lasts for 2 weeks with a total of 50 classes (= 3 ECTS, 25 hours of teaching per week) and costs € 250. In the winter semester 2014/15 it takes place from September 8 to 19. In the summer semester 2015 the course takes place from February 9 to 20. Please find details here:

<http://www.boku.ac.at/en/international/themen/sprachkurse/deutsch-als-fremdsprache/>

#### Course Description:

There are 2 course levels for the German Intensive Course: "beginner" and "lower intermediate to advanced"

- **Beginner**  
The Intensive German Course for beginners, also called "Introduction into the German Language with cross-cultural competence" is especially for students with no knowledge of the German language. The focus lies on cultural aspects of studying and living in Austria.
- **Lower intermediate to advanced**  
The "Intensive German Refresher Course - moderate advanced level" is for students who already have previous knowledge of the language on an intermediate to advanced level. It is especially designed for people who have learned the language but do not practice it on a regular basis. We also recommend this course for students with Dutch as mother tongue.

To **register** for the intensive German language course, send an email to [sprachkurse@boku.ac.at](mailto:sprachkurse@boku.ac.at) including course title and level, first and last name, gender, address and home country, and the scholarship programme with which you are coming to BOKU. There is no registration deadline, but there are only a limited number of places available. The places are allocated on a first come, first serve basis. As soon as we receive your email with your complete data, we will send you confirmation of registration and further information.

#### Cancellation:

You can cancel your registration exempt from charges until **January 30th**. After that date you will have to pay an administrative deposit of € 70, - in case of cancelling. If you want to cancel the course, please send an e-mail to [sprachkurse\(at\)boku.ac.at](mailto:sprachkurse(at)boku.ac.at).

If you have any questions, please contact the language course coordinator at BOKU.

German Intensive Language Course Center for International Relations André Hackelberg Peter-Jordan-Straße 82a, A-1190 Wien Tel.: +43 1 47654 2613, Fax: +43 1 47654 2606 E-Mail: <a href="mailto:sprachkurse@boku.ac.at">sprachkurse@boku.ac.at</a> <a href="http://www.boku.ac.at/int-languages.html?&amp;L=1">http://www.boku.ac.at/int-languages.html?&amp;L=1</a>
--

### German Courses during the semester

- **German for Beginners**
  - **Winter semester – beginners**
  - **Summer semester – beginners with previous knowledge**
  - **Cost: €130**  
**German conversation**
- **German for Beginners**  
The aim of this course is to especially improve oral language skills and fluent speaking. Topics change and are elected by the students.  
**Cost: €130**
- **German for science and technology**  
In this course, specific BOKU vocabulary and vocabulary for science and technology are taught, together with advanced grammar.  
**Cost: 130€ (exception: ERASMUS-students free of charge)**

**Courses offered in winter semester 2014/15 (courses start 6<sup>th</sup> October)  
planned, subject to changes**

- German intensive course for beginners
- German intensive course – lower intermediate to advanced
- German for beginners I\*
- German for beginners II\*
- German conversation III – Intermediate\*
- German for Science and Technology A\*\*
- English II, III, IV
- English Communication Skills for English III and IV
- English for Science and Technology\*\*
- French I, III
- French for Science and Technology\*\*
- Italian I, III
- Spanish I, III
- Spanish for Science and Technology\*\*

**BOKU Goes East courses**

- Croatian I, III
- Polish I
- Romanian I
- Czech I, III
- Hungarian I, III
- Russian I, III
- Russian for Science and Technology\*\*
- Slovenian I
- Slovakian I

**Courses offered in summer semester 2015 (courses start 2<sup>nd</sup> March)  
planned, subject to changes**

- German Intensive course for beginners
- German Intensive course - lower intermediate to advanced
- German for beginners II\*
- German Conversation II - intermediate\*
- German for Science and Technology\*\*
- English II, III, IV
- English for Science and Technology\*\*
- English Communication Skills for English III and IV
- French II, IV
- French for Science and Technology\*\*
- Italian II, IV
- Italian for Science and Technology\*\*
- Spanish II, IV
- Spanish for Science and Technology\*\*

**BOKU Goes East courses:**

- Croatian II
- Russian II, IV
- Russian for Science and Technology\*\*
- Slovakian II
- Slovenian II
- Czech II, IV
- Hungarian II

\* German as a foreign language, details here: <http://www.boku.ac.at/int-languages-germanintensive.html?&L=1>

\*\* Courses over 2 semesters that can only be started now in the winter semester.

## 7.2. Registration

Incoming students can register for language courses via their Learning Agreement or, if this is not possible, by sending an e-mail to [sprachkurse@boku.ac.at](mailto:sprachkurse@boku.ac.at), subject: 'language course registration', including the following information:

The course title + level  
Your first and last name  
Your gender  
Your address and home country  
The exchange programme with which you are coming to BOKU

The deadline for registration by email for incoming students is 28<sup>th</sup> September 2014 for the winter semester 2014/15. Also see:

<http://www.boku.ac.at/en/center-for-international-relations-cir/themen/language-courses/registration-for-incoming-exchange-students/>

## 7.3. Further information

Levels and course descriptions:

All course levels and course descriptions are available at <https://online.boku.ac.at>.

### **Course schedules:**

All courses start in the second week of the semester. Please find the exact schedule in BokuOnline: <https://online.boku.ac.at>

### **Cost:**

130€ per semester, except for 'Science and Technology' courses (0€) and German Intensive Courses (250€)

### **Payment:**

After registration, you will receive an e-mail with all information concerning the payment.

### **Cancellation:**

If you cancel your registration during the first week of the courses and at the latest two days after your course has started you will be exempt from charges. You can do this by sending an e-mail to [sprachkurse@boku.ac.at](mailto:sprachkurse@boku.ac.at). After this date, cancellation is not possible

### **Details on our website:**

All further information can be found at <http://www.boku.ac.at/en/center-for-international-relations-cir/themen/language-courses/>. Direct contact: [sprachkurse@boku.ac.at](mailto:sprachkurse@boku.ac.at).

Follow us on Facebook

<https://www.facebook.com/pages/BOKU-Wien-ZIB-Sprachkurse/332989766788426>

## 7.4. Other German Courses in Vienna

If you want to improve your German knowledge beyond the courses offered at BOKU, you have a big choice of courses offered in Vienna. A list of Austrian language schools can be found on Campus Austria's homepage. Campus Austria is an association of Austrian language schools:  
<http://www.campus-austria.at/index.php?mode=sectionInstitutes>

Here is a list of institutions that offer German courses:

### **Universitätscampus – Altes AKH**

[http://www.univie.ac.at/WIHOK/wihok\\_index\\_d.html](http://www.univie.ac.at/WIHOK/wihok_index_d.html)

### **Deutschakademie Wien**

<http://www.deutschakademie.com/learn-german-courses/index.html>

### **Internationales Kulturinstitut IKI**

<http://www.ikivienna.at>

### **ActiLingua Academy**

<http://www.actilingua.com>

### **Cultura Wien**

<http://www.culturawien.at/eng>

### **Inlingua Wien**

<http://www.inlingua.at/?lang=en>

## A 8. Tandem – Language learning without a course

### **What is Tandem learning?**

Tandem learning is a reciprocal language learning scheme in which you are paired with a native speaker of the target language to learn together. That means that students with different native languages teach each other. There is no financial cost involved and you can benefit regardless of your level of language. You meet to study together, practise speaking, find out more about the culture, discuss language problems and support each other's learning. Tools like cell phones, emailing, and Skype can also support tandem learning.

### **How does it work?**

The imagination knows no limits when it comes to tandem learning: tandem partners can work through textbooks and exercise books, work through things from everyday life (e.g. newspaper articles, product information, radio broadcasts), practice structured dialogues on certain themes or simply have a chat with each other. Choosing the exercise method depends on the prior knowledge and the learning objectives of the tandem learning partners.

### **What are the benefits of Tandem-Learning?**

Students, teachers and researchers who are planning a semester abroad can already be in contact with their future host country before their stay has begun. They can begin to improve their language skills and gain an insight into the culture, mentality and social environment of the country. Tandem learning is also a convenient way to keep up your previously acquired language skills and to make contact with native speakers.

### **How to apply?**

You have to register online on our e-learning platform BOKU learn. Follow the link and login with your valid BOKUonline account. Scroll down the page where you can find the search field, type the course name "Tandem Learning" and click on registration for the course. There you will find further information about how to use the e-learning platform. The registration period for the winter semester is from 25<sup>th</sup> September-10<sup>th</sup> October 2014. The registration period for the summer semester starts in the beginning of March.

### **Next steps?**

A list containing all Tandem participants and their target languages will be published on BOKUlearn. You have to check the list and pick a Tandem partner on your own. You can contact your partner via telephone or email. In the middle of October (winter semester) and March (summer semester) there will be a Kick-off Meeting with some hints and tips for tandem learning and the opportunity to meet the other participants.

### **Further information:**

[tandem@boku.ac.at](mailto:tandem@boku.ac.at)

Zentrum für Internationale Beziehungen (ZIB)

Peter Jordan-Straße 82A

1180 Wien

**Information on language courses:** <http://www.boku.ac.at/int-languages.html?&L=1>

## A 9. The Buddy Network at BOKU

The ZIB encourages the exchange of Austrian and international students through a buddy network. Therefore, you are appointed an Austrian student as a tutor to facilitate the first couple of steps in Vienna (if you requested it in your application form).

Your buddy will be very helpful, especially at the beginning, when you move into your new room and have to deal with Austrian and BOKU administration. They can introduce you to Viennese university life, help you to get accustomed to BOKU and show you a side of Vienna and Austria you would probably not discover otherwise.

If you wish to have a buddy, please contact: [buddy@boku.ac.at](mailto:buddy@boku.ac.at)

(Exchange Students can also indicate in their application to BOKU that they want a Buddy).

## A 10. Studying with children / KinderBOKU

### Verein Kindergruppen BOKU

For students with children, BOKU offers different facilities such as a Kindergarten and a toddler group. Students of BOKU, along with BOKU employees, receive preferential treatment with regards to the available places in the childcare facilities and together they are the target group for this parent administrated childcare facility. BOKU students and BOKU employees who have their main residence in Vienna can enrol their children free of charge until the child is eligible for lunch money contributions (Essensgeldbeitrag).

The job of the Verein Kindergruppen BOKU is to administrate and guarantee childcare for children of staff and students of BOKU. Currently, this is done in two childcare groups: "Krabbelstube BOKU" (toddler group BOKU) and "Kindergarten BOKU". All activities of the group are not-for-profit. With the exception of the qualified childcare staff, all work areas are organised and administrated by the participating parents, e.g. membership management, employer functions, children's meals, and cleaning. In practice, this means that at least one parent of every child independently takes on a defined activity in the organisation.

The educational care of children is done by qualified kindergarten teachers, the number of which depends on the size of the groups of children. The teachers are chosen and assigned by the Verein Kindergruppen BOKU committee. As it is a major concern of parents that their children have the best care possible, you will be pleased to know that the competency of child carers at BOKU is above the average of comparable public institutions. In the case of a child joining Kindergruppen BOKU, the parents are introduced to the structure and organisation of the groups of children and of the association. At the introduction the tasks that require active parental involvement (shopping, organisation of events, hygiene and cleaning, maintenance, committee etc.) are explained and assigned. Depending on the type (on-going or periodic) and the extent (amount of time/work required for completion) of the task, large task groups are formed who work together to complete the task independently. The responsibilities of the tasks are found in the list of jobs and will be updated and assigned at the general meeting.

A professional cook is hired to provide healthy and fresh food. When formulating the menu, the cook pays close attention to the use of fresh and wholesome food from organic farms. In addition to taking on a "job" membership requires any further work that arises be taken care of. This can be, for example, assisting at various parties and activities (preparation of meals or supervising), and cleaning/maintaining the premises.

### Information for registration

Tel. 47654-2007 (toddler group)

Tel.47654-2013 (Kindergarten)

- **1-3 years:**

„Krabbelstube BOKU“ - nursery  
Peter-Jordan-Straße 76, 1190 Wien  
Tel. 01/47654-2007

opening hours:

Mo-Thu 07:45 am until 05:00 pm

Fri 07:45 am until 3:30 pm

- **2-6 years:**

Family group

Opening hours:

Mo-Thu 07:45 am until 05:00 pm

Fr 07:45 am until 03:30 pm

- **3 - 6 years**

Kindergarten BOKU  
Borkowsigasse, Baracke 2, 1. Stock (1<sup>st</sup> floor)  
Tel. 01/47654-2013

Opening hours:

Mo-Thu 07:45 am until 05:00 pm

Fri 07:45 am until 3:30 pm

For international students who arrive at BOKU at short notice, there are reserved extra places.

## KinderBOKU

The goal of KinderBOKU is to improve and support children and parents facilities at BOKU. Areas of responsibility:

Providing information and advice for students and staff with children

Ensuring compatibility between families and work

Ensuring compatibility between study and families on a legal basis

Organisation and support of childcare at BOKU

Cooperating with Kindergruppen BOKU

Childcare for events

Childcare during the holidays

### Contact:

Dipl.-Ing. Martina Fröhlich

Zentrum für Lehre/KinderBOKU

Tel: 01/47654-1033

[kinderboku@boku.ac.at](mailto:kinderboku@boku.ac.at)

## The Student Union is also available to answer questions about studying with children:

ÖH Sozialreferats-Kammerl (Halbstock über Sekretariat)

Peter-Jordan-Str. 76 (Türkenschanze)

Wed 10:00 am – 11:00 am

[sozial@oehboku.at](mailto:sozial@oehboku.at)

## A 11. Facilities for students with special needs

The integration of handicapped persons is a special concern of the staff members of the University of Natural Resources and Life Sciences Vienna.

The University offers a **consulting service** for handicapped persons: the “**Stabstelle zur Betreuung von Menschen mit besonderen Bedürfnissen**“ (the office for the care of people with special needs).

### **DI Ruth Scheiber**

Stabstelle zur Betreuung von Menschen mit besonderen Bedürfnissen

University of Natural Resources and Life Sciences Vienna

Gregor-Mendel-Straße 33/3/24

Telefon: 0043- 1/47654-1300

e-mail: [ruth.scheiber@boku.ac.at](mailto:ruth.scheiber@boku.ac.at)

Website: <http://www.boku.ac.at/en/universitaetsleitung/rectorate/staff-units/betreuung-von-menschen-mit-besonderen-beduerfnissen/>

## B. PLAN YOUR LIFE IN VIENNA

### B 1. Entry and Residence Permits in Austria

Please find more detailed information and application forms at:

[http://www.oead.at/welcome\\_to\\_austria/legal\\_practical\\_issues/entry\\_to\\_austria/EN/](http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN/)

**a)** If you are from an **EU/EEA member state or from Switzerland** you do not have to apply for a visa. A valid travel document (passport or identity card) for your entry into and your stay in Austria is sufficient.

**b)** If you are from a **non-EU or non-EEA country** and are planning to stay **for less than 6 months** you need:

- a **travel visa C** (Reisevisum C) for entry to and residence in Austria for a stay of a maximum of 90 days (except students who are allowed to enter Austria without a visa).
- a **residence visa D** (Aufenthaltsvisum D) for entry to and residence in Austria for a stay of at least 91 days and a maximum of 6 months (except students with Japanese nationality).

These visas have to be applied for at the Austrian Embassy/Consulate in your home country before you leave. **A visa cannot be renewed in Austria!** For the application you need several documents that you find listed here:

[https://www.oead.at/willkommen\\_in\\_oesterreich/tipps\\_zu\\_recht\\_praxis/einreise/drittstaatsangehoerige/DE/?type=2](https://www.oead.at/willkommen_in_oesterreich/tipps_zu_recht_praxis/einreise/drittstaatsangehoerige/DE/?type=2)

**c)** If you are from a **non-EU or non-EEA country** and are planning to stay for **more than 6 months** you need a “student” residence permit (Aufenthaltsbewilligung Studierender), which you have to obtain from the Austrian embassy/consulate in your home country before you leave. Since you have to wait for a decision to be made in another country, you should submit your application at least 3 months before you intend to travel to Vienna. We recommend if possible that you submit your visa application 6 months before your entry into Austria.

#### **Exception:**

If you are allowed to enter Austria **without a visa** (<http://www.oead.at/index.php?id=574&L=1>), you can apply for the residence permit during your stay in Austria. The application for the residence permit, however, does not permit you to stay longer than your visa-free stay, so you should apply for the residence permit as soon as possible upon your arrival in Vienna.

#### **Application:**

If you need a visa or residence permit for your stay, please submit your ERASMUS application documents in time as you will need to be accepted by BOKU in order to make your visa application! Along with the fully completed and signed **form “Aufenthaltsbewilligung Studierender“**, you are usually required to hand in the following documents to get a visa (Please note that this may differ from country to country and Austrian authorities may ask for additional documents in individual cases):

- recent colour photograph, size between 3.5 x 4.5 cm
- valid passport
- birth certificate
- Notification of admission (Zulassungsbescheid, Aufnahmebestätigung) of BOKU
- Proof of sufficient financial means to finance your stay: students up to 24 years of age have to prove that they have at least 473.70 euros per month, students of 24 years of age or older have to prove that they have at least 857.73 euros per month [as of 2014] – these amounts have to be proved for a maximum of 12 months – e.g. by means of a savings account or a bank account at a bank (the account has to be accessible from Austria) or a (declaration of guarantee) of a person living in Austria or proof of purchase of traveller’s cheques for the necessary amount or a confirmation of the award of a scholarship/grant;  
if the costs for accommodation exceed 274.06 euros/month, you have to prove additional funds

- Proof of accommodation in Austria: e.g. tenancy contract, assignment for the right of use of accommodation with private person (e.g. family member, flat share, friend, ...), accommodation contract of a student hall of residence, confirmation of the reservation of accommodation by the OeAD Housing Office
- Proof of a health insurance ("travel health insurance") valid from entry to the beginning of your studies in Austria or to the beginning of your student insurance. The application for a student insurance with the Austrian national health insurance carrier (Gebietskrankenkasse) has to be proved upon request of the Austrian authority.
- police record/certificate of good conduct (where available)

All documents have to be submitted in the original and in photocopy (certified, German translation). If all documents are complete and in order, the Austrian embassy/consulate will issue the permit of residence (fee to pay). **Please note that the residence permit is not a work permit for Austria.**

## B 2. Accommodation

### 2.1. Student Residences

Student halls of residence are an easy option when moving to a new city; they're also a great way to make friends and contacts in a short time period.

To book a room in a student hall of residence- please contact the OeAD (Österreichischer Austausch Dienst – Austrian Exchange Service): [http://www.housing.oead.at/index\\_e.asp](http://www.housing.oead.at/index_e.asp)

Please note that the contract with the OeAD lasts for at least one semester. Therefore, during this period you are able to switch places within the OeAD-homes (if there are free places) but you will not be able to move into private accommodation.

When you move in you will have to pay a deposit for the room in addition to the deposit for the OeAD. You will get it back at the end of your stay providing the room is in the same condition as when you arrived.

#### **OeAD-Wohnraumverwaltungs GmbH**

Ebendorferstraße 7, A-1010 Wien

Tel.: +43 1 53408 800, Fax: +43 1 / 53408 899

[www.housing.oead.at](http://www.housing.oead.at)

E-Mail: [housing@oead.at](mailto:housing@oead.at)

Student halls of residence can also be booked on [www.wihast.at](http://www.wihast.at) and [www.akademikerhilfe.at](http://www.akademikerhilfe.at).

**Please note: Rooms in the student residences are assigned on a first come, first serve basis.**

Currently we recommend to apply in April or May for next winter semester.

**For applications submitted after August 15th** for the winter semester and

**January 15<sup>th</sup>** for the summer semester **there can be no guarantee that there are still free rooms available.**

#### **PROCEDURE:**

Register online at the OeAD webpage. As soon as you get the confirmation e-mail from OeAD pay your deposit of **€ 800 (from winter semester 2015/16 the new deposit is € 950) with bank transfer**. Only then OeAD can make a room reservation for you.

You can choose between single and shared double rooms (see form). Just state your preference on the form. Prices range from between approximately € 200 and € 325 for a shared double room, and between € 270 and € 550 for a single room. Rooms can only be reserved for whole months (e.g. if you move in on 24<sup>th</sup> of October you have to pay for the complete month of October. The other option would be to move in and pay from 1<sup>st</sup> November and stay in a hostel in the meantime). Only in February and September are bookings for half a month possible.

To cover its costs, the OeAD housing service charges € 18 per month.

A list of all student residences with detailed information on furnishings and facilities, prices and application formalities is available at <http://www.studieren.at/wohnen-im-studentenwohnheim/studentenwohnheim-wien> (in German).

**PLEASE NOTE:**

If you wish to withdraw your reservation please inform the OeAD as soon as possible (no later than the receiving the email confirmation)!

If you decide not to come to BOKU Vienna, please notify the Center for International Relations.

Here is a list of **OeAD student residences not too far from BOKU:**

Haus Döbling - Base 19, Gymnasiumstraße 85, 1190  
Haus Döbling - Base 19 West, Vegagasse 1, 1190  
Wiener Heim (female students only) - Michaelerstrasse 11, 1180 (AH)  
Heime Pfeilgasse - Pfeilgasse 1A and 3A and 4-6, 1080 (AH)  
Heim Neudeggasse - Neudeggasse 21, 1080 (ÖSFS)  
Wihast Campus Brigittenau - Forsthausgasse 2-8 and 16-20, 1200  
Wihast Campus Brigittenau - Lorenz Müller Gasse 1A and 1, 1200  
Haus Panorama - Brigittenauer Lände 224, 1200  
OeAD-Gästehaus Sechshauser Strasse - Sechshauser Straße 31, 1150

**Other residence organisations:**

Rooms in student residences can also be arranged by directly contacting one of the residence organisations listed below. However, organizing it through the OeAD is probably easier and more flexible.

**Akademikerhilfe (AH):** <http://www.akademikerhilfe.at>

Heim Starkfriedgasse - Starkfriedgasse 15, 1180

**Studentenförderungsstiftung - ÖSFS:** <http://www.home4students.at>

55er Heime - Döblinger Hauptstraße 55, 1190  
Heim Boltzmannngasse - Boltzmannngasse 10, 1090  
Heim Sensengasse - Sensengasse 2b, 1090

**Wirtschaftshilfe der Arbeiterstudenten Österreichs - WIHAST:** <http://www.wihast.at>

Campus Brigittenau - Brigittenauer Lände 224, 1200  
Haus Handelskai - Wehlistraße 35-43, 1200  
Georg Weissel Heim - Säulengasse 18, 1090  
WG Lenaugasse - Lenaugasse 19, 1080  
Studierendenwohnheim - Starkfriedgasse 15, 1180  
StudentInnenwohnhaus - Tendlergasse 12, 1090  
Haus Vindobona - Skodagasse 20 / Laudongasse 36, 1080

## 2.2. Flat Share

The advantage of choosing to rent or share a flat with other students is that usually you do not need to pay commission fees. On the other hand, there is a risk that you won't find the right place or even a place at all. However, the Center for International Relations sometimes receives offers for accommodation from students who go abroad with ERASMUS for a semester or a year. These offers are posted on the facebook group "Accommodation Exchange BOKU".

In addition, flat exchanges are a good source for finding a room in Vienna. You can start searching before you arrive and make contact with the landlady/landlord and/or your future flatmates. In general, rooms cost between € 250 and € 450 per month.

### Please note:

Unfortunately there are also a few fake adverts on these websites:

**When not using an official institution, such as the OeAD or contacting student dormitories directly, never transfer money (deposit /rent), before you have seen the room in person or have received the key!**

### Useful links when looking for a flat:

- New English search engine for flats: <http://www.zoomsquare.com/>
- Flat Exchange for students (only in German): <http://www.jobwohnen.at>
- OeAD housing: <http://www.housing.OeAD.ac.at/>  
The application procedure is the same as for a room in a student residence.  
Apartments within a good distance of BOKU:  
1170 Wien, Comeniusgasse 9  
1080 Wien, Tigergasse 23-27  
1090 Wien, Tendlergasse 12  
1020 Wien, Obere Donaustrasse 21/3
- <http://www.studieren.at> – Flats, Rooms, Apartments (only in German)
- [www.willhaben.at](http://www.willhaben.at) – Marketplace for everything, including options for accommodation (German language)
- [www.wg-gesucht.de](http://www.wg-gesucht.de) – further flat and flat share options (in German although some people will have their listing description for their flat in English too)
- Schwarzes Brett der ÖH – flat share rooms and flats, amongst other things (in German)
- [Facebook](#) – Group for flat share rooms in Vienna
- [BOKU-Facebook](#) – On our page for international and BOKU students there is a separate group named Accommodation Exchange BOKU.
- Mitwohnzentrale Odyssee: <http://www.odyssee-reisen.at/?lang=en>  
If you need a room, a flat or a place in a flat share at short notice, you can contact the "Mitwohnzentrale Odyssee" who specialise in last minute searches and arrange accommodation between private individuals. The charge for this service depends on the duration of your stay. For occupancy of up to one month the commission is 25 per cent and for up to twelve months it is one and a half times the monthly rent.  
Laudongasse 18, A-1080 Wien  
Tel.: +43 1 402 60 61  
Öffnungszeiten: Mo - Fr 10:00 am – 2:00 pm and 3:00 pm – 6:00 pm

## 2.3 Youth Hostels - Temporary Accommodation

Youth Hostels offer the best **temporary accommodation**. Reservation is recommended.

Jugendgästehaus Brigittenau Friedrich Engels-Platz 24, A-1200 Wien Tel.: +43 1 332 82 94 Fax: +43 1 330 83 79 E-Mail: <a href="mailto:jgh.1200wien@chello.at">jgh.1200wien@chello.at</a> <a href="http://www.oejhv.or.at">http://www.oejhv.or.at</a>	Wombat's City Hostel Grangasse 6, A-1150 Wien Tel.: +43 1 897 23 36 Fax: +43 1 897 25 77 E-Mail: <a href="mailto:office@wombats-vienna.at">office@wombats-vienna.at</a> <a href="http://www.wombats.at">http://www.wombats.at</a>
Jugendherberge Myrthengasse Myrthengasse 7, A-1070 Wien Tel.: +43 1 523 63 160 Fax: +43 523 58 49 E-Mail: <a href="mailto:hostel@chello.at">hostel@chello.at</a> <a href="http://www.oejhv.or.at">http://www.oejhv.or.at</a>	Hostel Ruthensteiner Robert-Hamerling-G. 24, A-1150 Wien Tel.: 43 1 893 42 02 Fax: +43 1 893 27 96 E-Mail: <a href="mailto:info@hostelruthensteiner.com">info@hostelruthensteiner.com</a> <a href="http://hostelruthensteiner.com">http://hostelruthensteiner.com</a>
Jugendgästehaus Hütteldorf Schlossberggasse 8, A-1130 Wien Tel.: +43 1 877 15 01 Fax: +43 1 877 02 632 E-Mail: <a href="mailto:jgh@hostel.at">jgh@hostel.at</a> <a href="http://www.oejhv.at">http://www.oejhv.at</a>	Turmherberge Don Bosco Lechnerstraße 12, A-1030 Wien Tel.: +43 1 713 14 94 Fax: +43 1 713 14 94 <a href="http://www.yelp.at/biz/jugendherberge-turmherberge-don-bosco-wien">http://www.yelp.at/biz/jugendherberge-turmherberge-don-bosco-wien</a>
Hotel Praterstern Mayergasse 6, A-1020 Wien Tel.: 43 1 214 01 23 Fax: +43 1 214 78 80 E-Mail: <a href="mailto:hotelpraterstern@aon.at">hotelpraterstern@aon.at</a> <a href="http://www.hotelpraterstern.at">http://www.hotelpraterstern.at</a>	Schlossherberge am Wilhelminenberg Savoyenstraße 2, A-1160 Wien Tel. +43-1-4810300 Fax. +43-1-481 0 300 -13 E-Mail: <a href="mailto:shb@hostel.at">shb@hostel.at</a> <a href="http://www.oejhv.or.at">http://www.oejhv.or.at</a>

## B 3. Insurance

You must pay the students union fee (ÖH-Beitrag <https://www.boku.ac.at/int-in-boku-registration-office.html?&L=1>) when you register at BOKU. This means you automatically possess insurance against accidents and civil liability.

### 3.1. Health insurance

#### For students with bilateral health insurance agreements:

Students and visiting researchers from EU/EEA countries who are in possession of a valid national health insurance in their home country need the European Health Insurance Card or E102 form, which they should get BEFORE their arrival in Vienna from the appropriate authority in their home country.

If you have a valid national health insurance in a country that has concluded a health insurance agreement with Austria (at the moment these are the following countries: Bosnia, Croatia, Herzegovina, Macedonia, Montenegro, Serbia and Turkey), you must bring the A3 form with you, which is available from your national health insurance carrier. This form, too, has to be exchanged for forms that entitle you to medical treatment in Austria (Krankenscheine, "Krankenkassenschecks") at the relevant Austrian health insurance carrier (Gebietskrankenkasse).

#### For students from countries with no national insurance agreement with Austria:

Degree programme students (ordentliche Studierende) at all universities who do not fall into the above-mentioned categories may take out a health insurance policy with the Wiener Gebietskrankenkasse themselves. The cost of this insurance is €51.55 per month (as of 2013).

There are, however, limits to the amount of income you can receive to be eligible for this insurance, there are also other conditions you have to comply with (periods of study, course changes etc.). With a completed application form and Zulassungs- und Fortsetzungsbestätigung (Admission Confirmation), students must register with the specific university insurance scheme.

**The following documents are required:**

“Confirmation“

“Study book sheet “

“Registration forms “

Unfortunately the application form is only available in German, but the [online guide](http://www.wgkk.at/portal27/portal/wgkkportal/content/contentWindow?contentid=10007.727443&action=2&viewmode=content) (<http://www.wgkk.at/portal27/portal/wgkkportal/content/contentWindow?contentid=10007.727443&action=2&viewmode=content> ) is also available in [English](http://www.sozialversicherung.at/expert/enb.cgi?SHOWMODE=1&WIZARD=S-STUDENTEN&TRAEGER=WGKK&BEREICH=SV&LAYOUT=WGKK&LANG=EN). (<http://www.sozialversicherung.at/expert/enb.cgi?SHOWMODE=1&WIZARD=S-STUDENTEN&TRAEGER=WGKK&BEREICH=SV&LAYOUT=WGKK&LANG=EN>). Exchange students and students of international or English master programmes should ask for support at ZIB (the Center for International Relations).

**Wiener Gebietskrankenkasse (WGKK)**

Wienerbergstraße 15 – 19, A-1100 Wien

Tel.: +43 1 601 220 – 0

<http://www.wgkk.at>

### 3.2. Tick vaccination

During the summertime, ticks are wide-spread in Austria and can transmit dangerous diseases such as:

**Tick-borne Encephalitis (TBE)**  
**Borreliosis (Lyme borreliosis)**

Consequently, we highly recommend that students who come to BOKU for the summer semester get vaccinated. From March onwards, the vaccine is available in all pharmacies; it is best to buy it there and then go to a general practitioner or contact the local "Health Offices" of Magistratsabteilung 15 (MA 15) to arrange an appointment for the vaccination. A list of addresses can be found at: <http://www.wien.gv.at/gesundheit/einrichtungen/gesundheitsaemter/index.html>

After 2-4 weeks you need a booster vaccine.

However, the vaccination protects you just from TBE but not against Lyme Borreliosis. If you spend a lot of time outside, you should wear protective clothes, for example a hat, long-sleeved shirts and long trousers tucked into socks or boots.

## B 4. Cost of Living

### ***Currency***

Since the 1st January 2002, Austria has been using the EURO (€) as its official currency. One Euro = 100 Cents. The Euro is valid in the so-called Euro-Zone. Besides Austria, these countries are Belgium, Germany, Finland, France, Greece, Ireland, Italy, Luxembourg, Malta, Montenegro, Netherlands, Portugal, Slovakia, Slovenia, Spain and Cyprus.

### ***Cost of Living***

Against European standards, the cost of living in Austria is average. During their stay in Vienna, most of the exchange students need about € 600 to € 1.100 Euros per month.

Accommodation	approx. € 250 to € 500 (including heating and lighting)
Food	approx. € 200 to € 350 (excluding luxuries and tobacco)
Other Expenses	approx. € 150 to € 250 (books, culture, recreation)
<b>In Total</b>	<b>approx. € 600 to € 1100</b>

## B 5. Arrival in Vienna

### 5.1. Time of Arrival

**Exchange students** participating in the **Intensive German Language Course** should arrive in Vienna at least one day before the course starts. Check <https://www.boku.ac.at/int-languages-germanintensive.html> .

**For all other students**, the best time to arrive is a few days before the semester begins (winter semester starts on October 1, 2014 and summer semester starts on February 23<sup>rd</sup>, 2015). We would like to invite you to our **Welcome Days for International Students** which take place the week before the semester starts. **Before** that, you should register in the Studienabteilung (Registration Office).

Please be aware that you have to register for your courses. To be able to do that you need your BOKU account. This account will only be activated, after you have registered in the Dean's office and after having paid the student union fee of € 18.50 with a bank card (Maestro, Visa, Mastercard, ... – no cash) there. If you do not have a bank card, please ask your buddy to go to the Dean's Office with you and to use his/her card.

**Please try to register for the courses as soon as possible after your arrival** – some courses (excursions, seminars, practical courses,..) can book up quickly. If you arrive late, please write an e-mail to the contact person that is given in the course description in BOKUonline and ask him/her if it is possible to register provisionally.

**You should adjust your arrival time with the office hours of the students' residence or with the presence of your landlord/landlady.** In most cases, it is not possible to move in during an evening or weekend. Please try to arrive in Vienna during daytime hours on a weekday. However, if it is only possible for you to arrive during the night or at the weekend and if you are not able to move into your room, please try to find a room for the first night at one of the temporary accommodations mentioned above.

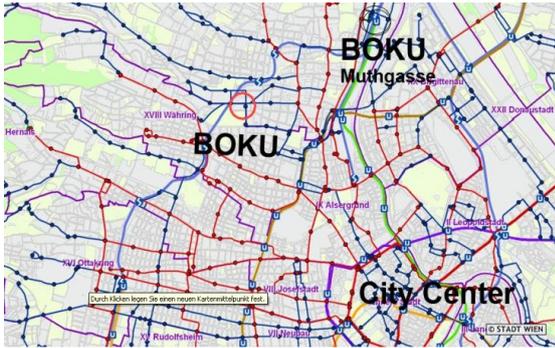
As an international student you will have been appointed a buddy, who might, if you wish, be able to pick you up at the airport or the train station. Please contact your buddy in advance to arrange a meeting with them.

### 5.2. From Airport or Station to the City Centre

It is advisable to only use a car in Vienna in the outer districts and for excursions (in the inner districts a "Parkpickerl" or parking permit is required). For the inner districts and inner city we recommend that you use public transport, a bike or walk.

BOKU is located in the Northwest of Vienna and has three different "campuses":  
Boku Türkenschanze,  
Boku Muthgasse and  
Boku Tulln.

Please find a city map through Google and at: <http://www.anachb.at/>



### **Arrival at Wien-Schwechat Airport**

When you arrive at the Airport Wien-Schwechat you will be in the Bundesland (Federal State) of Lower Austria, about 15 kilometres south of Vienna.

There are regular bus transfers from the airport to the „Südbahnhof“, the „Westbahnhof“ and to the underground station „Landstraße“. A ticket costs € 8.00 and it lasts about 20-45 minutes. The first bus leaves at 5:55 in the morning and the last short past midnight, with a frequency of 30 minutes each. Further information can be found at:

<http://www.viennaairport.com>

**The suburban railway (S-Bahn)** runs from the airport to the underground station „Landstrasse – Wien Mitte“ and then on to „Floridsdorf (U6) and costs € 2.4 (€ 1.20 with Vorteils card). It's a bit cheaper if you buy a ticket for public transport in Vienna and then buy a ticket for the train up to the city boundary (Stadtgrenze). The first train leaves at 4:31 in the morning, the last one at 11:46 in the evening.

Timetables can be found at: <http://www.oebb.at>

You also have the possibility of using the recently introduced **City Airport Train (CAT)** to get from the airport to „Landstrasse – Wien Mitte“. A ticket costs € 17.00 and the journey takes 16 minutes. The first train leaves at 5:38 in the morning every day, and then every half an hour until 11:08 in the evening. <http://www.cityairporttrain.com/default.aspx?lang=en-US>

A taxi to the centre is around € 27 to € 40.

### **Arrival at Westbahnhof**

If you are travelling by train from western or northern Europe you will arrive at „Westbahnhof“. From there, you can take the underground U3 (orange) and U6 (brown) as well as trams 5, 6, 9, 18, 52 and 58.

### **Arrival at Hauptbahnhof / Wien Meidling**

Trains from southern and eastern Europe used to arrive at „Südbahnhof“ but as the train station is now being rebuilt, they now go to the new main station (Hauptbahnhof), many trains now get redirected to „Meidling“.

The new main station (Hauptbahnhof) is not far from „Südtirolerplatz“ (U1). Tram D takes you directly to the center (Karlsplatz with connections to U1, U2 and U4).

Furthermore, you can take tram O and 18 (to the „Westbahnhof“) or the buses 13A and 69A. There is also a suburban train stop at the „Hauptbahnhof“.

From Meidling you can take U6 - brown.

### 5.3. Finding the Austrian Exchange Service (OeAD)

You can find the OeAD at **Ebendorferstraße 7**, 1010 Vienna, right behind the main building of the University of Vienna.

**From “Westbahnhof”** you can reach the OeAD by taking the U3 (direction Simmering) to “Volkstheater” and then changing to U2 (direction Aspernstraße) to stop “Schottentor”. Just walk behind the university building and then to the left.

**From “Meidling”**: it is best to take U6 to “Westbahnhof”, and then follow the instructions above.

**From “Landstraße – Wien Mitte”** you should take the U4 (direction Heiligenstadt) to “Schottenring” and then transfer to U2 (direction Karlsplatz) to “Schottentor – Universität”.

<p style="text-align: center;"><b>Austrian Exchange Service (OeAD)</b> Ebendorferstr. 7, A-1010 Wien Tel.: +43 1 53408 0 E-mail: <a href="mailto:info@oead.ac.at">info@oead.ac.at</a> <a href="http://www.oead.at/index.php?id=3017&amp;L=1">http://www.oead.at/index.php?id=3017&amp;L=1</a></p>
---

### 5.4. Center for International Relations

#### *Finding your way around BOKU*

BOKU has **3 main campuses**:

- **Wien - Türkenschanze**
- **Wien - Muthgasse: located directly next to the last U4 station, Heiligenstadt**
- **Tulln: located 20 minutes away from U4 Heiligenstadt by train**

You can get a first impression of BOKU through our virtual tours at:  
<http://www.boku4you.at/studieren-der-boku/start-ins-studium/wo-ist-was?>

#### **How to find rooms**

You can find rooms on BOKUonline under the "search" select-list on the right. You will also find the room on every course description including a link to a map of the building.

#### *Transport to BOKU Türkenschanze*

##### **Bus Line 40 A**

This connects the city centre and the U6 (“Währinger Straße” station) with Gregor-Mendel-House (main building) - “Linnéplatz” stop – and with the ZIB and other departmental buildings at the “Dänenstraße” stop.

##### **Bus Line 37**

This connects the U4 (“Spittelau” stop) and the U6 (“Nußdorfer Straße” stop) with the BOKU headquarters (terminal Stop “Dänenstraße”).

##### **Bus Line 10 A**

This connects the S-Bahn (“Gersthof” or “Heiligenstadt” stops) and the U4 (“Heiligenstadt” stop) with the BOKU buildings. Furthermore, it also connects the BOKU headquarters with the buildings in Muthgasse (transfer to bus line 11A or use the pedestrian terminal towards Muthgasse).

**Imprint:**

Edited by the Center for International Relations  
University of Natural Resources and Life Sciences, Vienna  
Peter-Jordan-Straße 82a, A-1190 Wien  
Tel.: +43 1 47654 2600  
Fax: +43 1 47654 2606  
Email: [international@boku.ac.at](mailto:international@boku.ac.at)  
Web: <http://www.boku.ac.at/int-in.html>

Printed at University of Natural Resources and Life Sciences, Vienna  
The information in this guide was recently updated but the editor cannot guarantee its accuracy.

Last update: January 2015